

GOVERNMENT OF ODISHA
FINANCE DEPARTMENT

No. 19576 /F.,

Dated. 30.05.2019

FIN-COD-MISC-0008-2017

From

Shri Ashok K K Meena, IAS
Principal Secretary to Government

To

The Additional Chief Secretary to Government/
Principal Secretary to Government/
Commissioner-cum-Secretary to Government/
All Departments.

Sub: Submission of Annual Establishment Review Report in HRMS

Madam/Sir,

I am directed to say that instructions were issued vide Finance Department OM No.17583 /F dt. 12.05.2019 for submission of Annual Establishment Review Report in HRMS. The timeline for submission of AER for the year 2018-19 for Head of Office, Heads of Department and Administrative Department were fixed as 30th May, 10th June and 20th June respectively.

Considering the need of training and implementation support for online submission of AER in the revised process in HRMS, It is decided to extend the dateline for submission of Annual Establishment Review Report for Head of Office, Heads of Department and Administrative Department to 15th May, 25th June and 5th July respectively. The revised timeliness for submission of AER for the year 2018-19 is in the Annexure.

The Centre for Modernizing Government Initiatives (CMGI) will provide necessary training and support to Administrative Departments, Heads of Departments and all Heads of District Offices in phased manner for online submission of AER in HRMS

Yours faithfully,


Principal Secretary to Government

Annexure

Revised Time-lines for submission of AER report for Year 2018-19

Sl. No.	The Authority who would furnish information	The Authority to whom the information is to be submitted	Revised Time line for submission	The month for which Pay Bill is not to be accepted in case of default in submission of information
1	Head of Office in Subordinate Offices	Heads of Department	By 15th June 2019	For July, 2019
	Head of Office of Heads of Department in respect of his/her own establishment	Heads of Department		
	Head of Office of Administrative Department in respect of his/her own establishment	Administrative Department		
2	<u>Heads of Department (HoDs):</u> Consolidated AER report prepared based on the AER report received from all the sub-ordinate offices and its own office.	Administrative Department	By 25 th June, 2019	For July, 2019
3	<u>Administrative Department:</u> Consolidated AER report prepared based on the AER report received from all the HoDs, sub-ordinate offices and its own office.	Finance Department	By 5 th July 2019	For July, 2019
4	<u>Finance Department:</u> Consolidated information of all Administrative Departments including that of Finance Department	Budget –II Branch, Finance Department	By 10 th July 2019	

Memo No. 19577 /F., Dt. 30.05.2019

Copy forwarded to Special Secretary to Government (In-charge of HRMS), GA & PG Department for kind information and needful action.

Mupam 30/5/19
Joint Secretary to Government

Memo No. 19578 /F., Dt. 30.05.2019

Copy forwarded to the Executive Director, CMGI, Toshali Bhawan A2, First Floor, Satya Nagar, Bhubaneswar for information and necessary action. He is requested to kindly take steps for arrangement of the Training and handholding for Administrative Departments, Heads of Departments and Heads of District Offices to facilitate the submission of AER in HRMS under intimation to Director of Treasuries, Odisha and Finance Department.

Mupam 30/5/19
Joint Secretary to Government

Memo No. 19579 /F., Dt. 30.05.2019

Copy forwarded to Private Secretary to Chief Secretary / ACS to Chief Minister / Development Commissioner-cum-ACS for information of Chief Secretary / ACS to Chief Minister / Development Commissioner-cum-ACS.

Mupam 30/5/19
Joint Secretary to Government

Memo No. 19580 /F., Dt. 30.05.2019

Copy forwarded to All Revenue Divisional Commissioners/All Collectors/ Controller of Accounts, Odisha, Bhubaneswar for information and necessary action.

Mupam 30/5/19
Joint Secretary to Government

Memo No. 19581 /F., Dt. 30.05.2019

Copy forwarded to the Director of Treasuries & Inspection, Odisha, Bhubaneswar for information and necessary action.

Mupam 30/5/19
Joint Secretary to Government

Memo No. 19582 /F., Dt. 30.05.2019

Copy forwarded to Director, Madhusudan Das Regional Academy of Financial Management, Bhubaneswar/ Director General, Gopabandhu Academy of Administration, Bhubaneswar/ Director, Revenue Officers' Training Institute, Bhubaneswar for information

Mipalw 30/5/19
Joint Secretary to Government

Memo No. 19583 /F., Dt. 30.05.2019

Copy forwarded to all Officers and Branches of Finance Department for information and necessary action.

Mipalw 30/5/19
Joint Secretary to Government

Memo No. 19584 /F., Dt. 30.05.2019

Copy forwarded to the System Administrator, HRMS for information.

Mipalw 30/5/19
Joint Secretary to Government